

MASSACHUSETTS DEPARTMENT OF CORRECTION

RECYCLING

103 DOC 341

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MASSACHUSETTS DEPARTMENT OF CORRECTION	DIVISION: COMMUNITY CORRECTIONS
TITLE: RECYCLING	NUMBER: 103 DOC 341

PURPOSE: To establish a recycling program for the Massachusetts Department of Correction to reduce solid waste removal and enhance clean state and environmental initiatives.

REFERENCES: M.G.L. 124, section 1 (a), (b), (c), (e), (f), (g), (k), and (l), and Chapter 127, sections 48 and 49.

APPLICABILITY: Staff/Inmates **PUBLIC ACCESS:** Yes

LOCATION: DOC Central Policy File/ Institutional Policy File, Inmate Library.

RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:

- Assistant Deputy Commissioner of Community Correction
- Superintendents
- Division Heads

PROMULGATION DATE: 5/24/98

EFFECTIVE DATE: 1/4/99

CANCELLATION: This policy cancels all previous departmental or institutional policies, policy statements, bulletins, and rules and procedures regarding recycling which are inconsistent with this policy.

SEVERABILITY CLAUSE: If any part of this policy is, for any reason held to be in excess of the authority of the Commissioner, such decision will not effect any other part of this policy.

341.01 **Policy Objectives**

1. The Department of Correction is committed to the recycling of certain materials to accomplish the following objectives:
 - A. Reduce the Department's solid waste by 25% the first year and 50% per year beginning with the second full year of operation;
 - B. Improve environmental protection and clean state initiatives;
 - C. Create an account where all funds obtained through the sale of recycled items will be deposited and maintained as approved by the Director of Administrative services. This shall include recycling funds derived from services provided to other state agencies as well as the department's host communities;
 - D. Increase inmate employment opportunities; and
 - E. Give inmates an opportunity to provide reparation to the community.

341.02 **Department Recycling Coordinator**

1. The Assistant Deputy Commissioner of Community Corrections shall designate an employee within the Community Correction Division as the Department's Recycling Coordinator. The duties of this employee shall include, but not be limited to:
 - A. Providing training to all department staff identified as institution/division recycling coordinators;
 - B. Providing direction to all employees assigned to the Department's regional recycling sites;
 - C. Supervising all inmates assigned to the Department's Headquarter Recycling Center;
 - D. Overseeing the receipt of all recyclables to include:

- i. Weighing and receipting incoming materials;
 - ii. Maintaining a bound log book for the purpose of recording the date and amount of recyclables received from each institution/division;
- i. Overseeing the processing of all recyclables;
 - ii. Scheduling all recyclable collection and delivery activities; and
 - iii. Inspecting all regional recycling transfer stations monthly to ensure proper security, maintenance and safety procedures for all staff and inmates.
- E. Locating potential vendors and coordinating the sale of all recyclables processed through the Department's Recycling Center.

341.03 Department Regional Recycling Transfer Stations

- 1. The Department shall establish three (3) regional recycling transfer stations to accept recyclables from institutions/divisions within their region on a weekly basis.
- 2. One of the three Regional Centers shall be designated by the Commissioner as the Department's Headquarter Center, where all recyclables will be received, weighted, logged in, and prepared for shipment to the appropriate vendors.
- 3. Transfer stations shall be responsible for ensuring that:
 - A. All recyclables are appropriately tagged with the institution/division name and date of arrival on all items;
 - B. All recyclables are appropriately sorted by category(ie,: metal, paper corrugated cardboard, plastic, printer cartridges); and
 - C. All items are prepared for shipment, where appropriate, to the Department's Headquarter Recycling Center.

4. These transfer stations shall be designated as follows:
 - A. MCI-Shirley (minimum) - This transfer station shall accommodate MCI-Concord, Northeastern Correctional Center, MCI-Lancaster, all institutions on the Shirley Complex, and the North Central Correctional Institution.
 - B. Pondville Correctional Center - This transfer station shall accommodate all Boston based institutions and divisions, MCI-Framingham, South Middlesex Correctional Center, Baystate, MCI-Norfolk, MCI-Cedar Junction, Medfield Training Academy, State Transportation, and all divisions located at the Norfolk Industries Building and the Department's Central Office in Milford, Massachusetts.
 - C. Bridgewater Complex - This transfer station shall accommodate all institutions on the Bridgewater complex and MCI-Plymouth.
5. All Boston based institution's and division's recyclables shall be picked up on a weekly basis and processed by the Pondville Correctional Center Regional Recycling Transfer Center personnel.

341.04 Department Recycling Coordinator

1. Each Superintendent/Division Head (Attachment I) shall designate an employee as his/her institution/division recycling coordinator.
2. The recycling coordinator shall be responsible for promoting recycling initiatives consistent with this policy. He/She shall also be responsible for institution/division compliance with all key elements outlined in this policy.

341.05 Institution Recycling Storage Area

1. Each Superintendent/Division Head shall designate an area within his/her institution/division where all recyclables, pending transfer to the regional recycling transfer station, shall be stored.

341.06 **Recyclables**

1. The following items have been identified as recyclables and as such, shall be prepared, as described below in A through E, for transfer to the Department's Regional Transfer Station:

A. Metal Products to include:

- I. Tin - Specifically the #10 cans, and similar cans utilized for food service products. These cans, following use, shall:
 - a. Have the identifying labels removed;
 - b. Be processed through the institution food service dish washer and/or manually washed to remove waste;
 - c. Have the bottoms cut out;
 - d. Along with the cut out bottoms, be placed in a container (50 gallon drum) and moved to the institution recycling room pending transfer to the Regional Recycling Transfer Center.
- II. Aluminum cans - All such cans shall be washed out and placed in trash bags. These bags shall be stored in the institution's recycling room pending transfer to the Regional Recycling Center.

B. Corrugated Cardboard to include:

- I. #11 corrugated boxes in which most products are delivered. These boxes should be collapsed and bundled. Each bundle should not exceed 20 pounds. These bundles shall be stored in the institution's recycling room pending transfer to the Regional Recycling Transfer Station. Care should be taken to ensure this recyclable does not get wet as this will reduce greatly re-sale rates.

II. Milk cartons produced by MassCor. These cartons shall be washed out, collapsed, and placed in a cardboard box in preparation for transfer to the Recycling Center.

C. Paper products to include:

I. White and colored high grade office paper, including office stationary, xerox paper, lined pad paper, envelopes, computer printout paper, manila file folders, post-it notes, and tab and index paper;

II. Low grade paper including newspapers, magazines, glossy paper, groundwood computer printout paper, and brown paper bags;

III. Hard and soft cover books including textbooks, telephone books, paperbacks, and catalogs.

2. All of the above paper goods shall be bagged or boxed separately, labeled, and stored in the institution recycling room pending shipment to the Regional Recycling Transfer Station. All sensitive and security/confidential materials shall first be shredded at the institutions to avoid any breaches in security.

A. Plastic Containers - All such containers shall be washed out, separated by resin (Attachment II) placed in a trash bag, labeled, and placed in the institution's recycling area pending shipment to the Regional Recycling Transfer Center.

B. Ink Jet and Laser Ink Jet Cartridges - Used cartridges must be re-boxed, labeled, and placed in the institution recycling area pending shipment to the Regional Recycling Transfer Station.

341.07 Inmate Job Opportunities

1. Inmate job opportunities related to the recycling program shall adhere to inmate job descriptions for the following job titles in accordance with 103 DOC 450:

A. Institution Recycling Worker;

B. Regional Recycling Transfer Station Worker;

- C. Department Recycling Center Worker.
- 2. Wages for inmates assigned to (A) above may be assigned to the a, b, or c rate. Inmates assigned to (B) or (C) above shall be paid wages consistent with community work crew assignments.

341.08 **Sale of Recyclables**

- 1. Recyclable materials received and processed at the Department's Recycling Center will be sold to outside vendors based on the following process:
 - A. The Department's Recycling Coordinator shall identify vendors who would likely be interested in buying the recyclable products;
 - B. All procurement regarding recycling shall be in accordance with department policy 103 DOC 340, Department Purchasing Procedures. Said procurement shall be coordinated by the respective fiscal office;
 - C. All receipts and expenditures of recycling funds shall be documented and accounted for in the same manner as other departmental operating funds;
 - D. Funds generated from recyclables shall only be used to upgrade the Department's recycling operations to include facilities, and machinery;
 - E. The Assistant Deputy Commissioner and/or the Deputy Director of Community Corrections shall have approval authority for all expenditures of funds generated from recycling;
 - F. An audit of all accounts associated with the recycling operation shall be conducted periodically by departmental staff.

341.09 **Record-Keeping**

- 1. The Department's Recycling Coordinator shall:
 - A. Develop quarterly and annual reports. Reports shall detail the amount of recyclables received, by category, from each institution/division

within the Department, funds generated from the resale of these recyclables, and cost trends for each institution for waste removal;

- B. Be responsible for maintaining all records relative to the receipt, weight, and categories of recyclables from institutions/divisions;
- C. Be responsible for maintaining records relative to the resale of all recyclables to include date of sale, amounts sold by category, and the name of vendor utilized;
- D. Maintain a file of all bids received from prospective vendors for all recyclables.

341.10 **Training**

- 1. The Department's Recycling Coordinator shall be responsible for:
 - A. Training all institution/division personnel assigned to the recycling program;
 - B. Writing a training program for all inmates assigned to an institution/division, Recycling Transfer Station and/or the Department's Recycling Center; and
 - C. Conducting semi-annual in-service training programs regarding the Department's recycling program designed for all Department of Correction personnel.

Division Heads

Robert Pouliot, Director
Information Resources

James Ferreira, Director
Policy Development & Compliance

James Karr, Director
Secure Facilities Fiscal Unit

Michael Braz, Director
MASCOR

Joseph Thomas, Director
Support Services

Carolyn Vicari, Director
Division of Inmate Training & Educ.

Michael Thompson, Director
Offender Programming/Management

Rhiana Kohl, Director
Operations Research

Frank Padula, Director
Operations/Transportation

Linda Busker-Cutler, Director
Community Residential Services

F. George Matta, Director
Facility Development

Diane Nerboso, Training Manager
Division of Staff Development

Lori Cressey, Manager
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Jeffrey S. Bolger, Director
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John F. Flynn, Director
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Anthony Scalese, Acting Director
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Eugene Marsolais, Director
Special Operations Division

Diane Wholley, Director
Fiscal Services

Peter V. Macchi, Director
Administrative Services

Christopher Mitchell, Director
Program Services

Diane K. Silva, Director
Classification

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Records Supervisor (?)
Central Records Unit

Joseph Ryan, Director
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Peter Szafir, Director
Department Food Service

Joanne Sollecito, Director
Affirmative Action

Michael Cohen,
Supervising Counsel, BSH

Anthony Carnavele, Director
Public Affairs

Grades of Plastics

#1 PET	Polyethlene Terephthalate Most PET is recyclable through deposit (eg. soda bottles)
#2 HDPE	High Density Polyethylene Clear HDPE is easier to recycle than colored (eg. milk & water jugs, detergent bottles)
#3 PVC	Vinyl/Polyvinyl Chloride (eg. Vegetable oil, shampoo and window cleaner bottles)
#4 LDPE	Low Density Polyethylene (eg. Trash bags, 6-pack rings, flexible lids)
#5 PP	Polypropylene (eg. Lids, closure caps, snack food wrap)
#6 PS	Polystyrene (eg. Styrofoam, clear brittle cups)
# 7 Other	All other resins and layered multi-material